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| Basic and Applied Scientific Research Centre Dammam 31113, Saudi Arabia | |  جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY مركز البحوث العلمية الأساسية و التطبيقية Basic and Applied Scientific Research Center | |
| Procedure Title: QUALITY MANUAL ISO/IEC 17025:2017 | | Document No. Samples -IAU-BASRC-010201-F-09 | |
| Department/Section | Quality Assurance / Lab | Revision Date: 1.1.2022 | Next Revision Date: 1.1.2026 |
| | | Revision No. 1 | Page 1 of 2 |

REQUEST FOR LC-MS SERVICE

| | | |
|-------------------------|-----------------------------------|-----------------------------------|
| TYPE OF SERVICE: | <input type="checkbox"/> Internal | <input type="checkbox"/> External |
|-------------------------|-----------------------------------|-----------------------------------|

| REQUESTER INFORMATION | |
|---|-------|
| Client Name: | |
| Organization Type: <input type="checkbox"/> College <input type="checkbox"/> Research institute <input type="checkbox"/> University | |
| Name of organization: | |
| Department: | |
| E-mail: | |
| Mobile: | |
| Sig.: | Date: |

| | | | |
|--|-------------------------|--|-------------------------------------|
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| | | Revision No. 1 | Page 2 of 2 |

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| SAMPLE INFORMATION |
| Number of samples: |
| Solvent used: |
| Type of analysis: <input type="checkbox"/> Scan <input type="checkbox"/> Sim |
| INSTRUCTIONS |
| 1- Samples should be <u>numbered</u> and not symbolized. 2- The <u>molecular weight</u> must be written on each sample. 3- The sample should be <u>clear without impurities</u> . 4-The results will be sent by e-mail <u>within 10 working days</u> |
| Would you like to retrieve your samples after completing the analysis: <input type="checkbox"/> Yes <input type="checkbox"/> No Please collect your samples no later than one week from receiving this e-mail. After a week, the samples will be disposed |
| Storage requirements for the sample : |
| Acknowledgment: All information filled in by the Client is correct |

Samples Supervisor Name:

.....

Sig.:

Date:

